

# **MISSOURI ASSOCIATION**

## **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.**

**Building Strong Leaders in Families, Careers and Communities**

**Bylaws  
Revised 2002**

# MISSOURI ASSOCIATION

## FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.

Revised 2000

### ARTICLE I Name and Sponsor

#### Section 1. **Name**

The name of this organization shall be Missouri Association Family, Career and Community Leaders of America, Inc. The name shall only be used by the national organization, state association, regions and affiliated chapters.

#### Section 2. **Sponsor**

The sponsor of the organization shall be the Family and Consumer Sciences Education Section of the State Department of Elementary and Secondary Education. The administrative responsibility shall be that of the State Supervisory Staff in family and consumer sciences education.

### ARTICLE II Mission Statement and Purposes

#### Section 1. **Mission Statement**

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and vocational preparation.

#### Section 2. **Purposes**

Organized instruction relating to the mission is part of the family and consumer sciences education program in schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and assuming responsibilities;
7. To prepare for the multiple roles of men and women in today's society;

8. To promote family and consumer sciences and related occupations.

## **ARTICLE III**

### **Organizational Structure**

#### **Section 1. State Organization**

The Missouri Association Family, Career and Community Leaders of America is a state organization for any student who is taking or has taken a course in family and consumer sciences and/or related occupations through grade 12 in public and private schools. It is composed of local chapters chartered by the state and national associations and affiliated for the current year through payment of dues (refer to dues deadline, Article VIII, Section I), and meeting other requirements of the bylaws.

#### **Section 2. Regional Organizations**

The Missouri Association Family, Career and Community Leaders of America shall have regional organizations. The number of designated regions is subject to revision by the state supervisory staff in the approval of the Board of Directors. Borderline chapters may petition the state advisor to be transferred to another region.

#### **Section 3. Chapters**

- A. *Affiliated Chapters.* A chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.
- B. *Organization.* A chapter may be organized whenever, in the judgment of the teachers, students and administrators, it would be advantageous to do so.

#### **Section 4. Newly Affiliated Chapters**

New chapters in middle schools, junior and/or senior high schools may become members of the regional, state and national association Family, Career and Community Leaders of America by submitting an official affiliation form and the appropriate state, national and regional dues. State and national dues are submitted to national headquarters; regional dues are submitted to the regional treasurer. Newly affiliated chapters shall submit a copy of chapter bylaws, names of chapter officers and the name of the advisor to the regional parliamentarian for review of compliance with regional, state and national bylaws. (Refer to dues deadline, Article IX, Section 1).

#### **Section 5. Membership Qualifications**

- A. *Active Membership.* Any student who is taking or has taken a course in comprehensive or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions and vote.

- B. *Alumni & Associates Membership.* Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associate membership. Members of Alumni & Associates shall not be eligible to hold office, make motions or vote.
- C. *Honorary Membership.* Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the state national organization by advancing its purposes, are eligible for honorary membership in the state and national organization. Honorary members have the privilege of attending all meetings of the organization, but have no vote.

## **ARTICLE IV**

### **Advisors**

#### **Section 1. State Advisor**

- A. The state advisor shall be appointed by the State Director of Family and Consumer Sciences Education from the state supervisory staff and give general guidance to the program.
- B. It shall be the duty of the state advisor to: (1) direct the work of the association in consultation with the Director of Family and Consumer Sciences Education; (2) advise on matters of policy; (3) keep permanent records of state proceedings; (4) serve as an ex-officio member of all committees; (5) receive application for and issue charters to local chapters; (6) prepare financial records and develop a budget at the beginning of each fiscal year; (7) perform such other duties as necessary; and (8) appoint state supervisors to assist in the administration of the state association.

#### **Section 2. State Executive Council Advisors**

It shall be the duty of the state executive council advisors (advisors to the regions' state officer, national officer(s) or national officer candidate(s), national network member and occupational representative) to assist the state officers in carrying out their duties and responsibilities and other duties designated by the state advisor.

#### **Section 3. Regional Advisor**

- A. It shall be the duty of the regional advisor (advisor to regional president) to give leadership to regional officers and advisors, consult with the state advisor in administration of the regional association, authorize payments of bills approved by the Regional Executive Council and perform other duties designated by the state advisor. The regional advisor shall ascertain that candidates for regional and state officers are fully qualified. The regional advisor shall send the state advisor a copy of the regional bylaws and keep the state advisor duly informed of all regional activities.
- B. The regional advisor shall serve a term of one year beginning and ending their duties with consecutive regional installations.

**Section 4. Advisor to Regional 1st Vice President**

It shall be the duty of the advisor to the regional 1st vice president to assist with STAR Events on the regional/district and state levels.

**Section 5. Assistant Regional Advisor**

- A. It shall be the duty of the assistant regional advisor (advisor to the immediate past regional president) to assist the regional advisor in the administration of the regional association.
- B. The assistant regional advisor shall serve a term of one year beginning and ending duties at consecutive regional installations.

**Section 6. Chapter Advisor**

The chapter advisor shall be the certified family and consumer sciences teacher and shall be the administrative officer(s) for the local chapter.

The chapter parents may serve as consultants to the chapter advisor(s).

**Section 7. Adults**

Adults shall not vote nor hold an office except as members of the Board of Directors.

<p><b>ARTICLE V</b></p> <p>Officers, Qualifications and Duties</p>
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**Section 1. National Officers**

Each region may elect one national candidate. The national candidate shall seek the position of national officer candidate or national network member. The national candidate must be a member of an affiliated chapter. The final election will be conducted at the annual State Leadership Conference by the assembly of voting delegates.

**Section 2. National Officer Qualifications**

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
- B. Completed a minimum of one year of comprehensive or occupational family and consumer sciences classes.
- C. Completed a Power of One unit.
- D. A scholastic rating above average.
- E. Have shown leadership ability in responsibilities above the chapter level.

- F. Have the approval and support of parents or guardians, local chapter, local advisor and local school administration.
- G. Approval of the state association.
- H. Is not a present or former member of the National Executive Council (See National Bylaws Article VI, Section 2).

### Section 3. **State Officers**

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall be composed of the elected state officers, occupational representative appointed by the president in consultation with the state advisor, national officer candidate(s) and national network member. Such officers shall be members of the State Executive Council.

\*This procedure for assuring an occupational representative on the State Executive Council will be used until there are enough occupational members to take part in the general election process at which time this provision will be deleted.

### Section 4. **State Officer Qualifications**

- A. Be an active member of an FCCLA chapter, affiliated at the regional, state and national levels (Refer to Article IX, Section 1).
- B. Completed a minimum of one year of comprehensive or occupational family and consumer sciences classes.
- C. Have held a responsible position at the chapter level (for example: chapter officer, committee chairperson).
- D. Must have completed a Power of One unit.
- E. Be vitally interested in comprehensive and occupational family and consumer sciences education.
- F. Demonstrate outstanding qualities of leadership.
- G. Be familiar with and follow correct parliamentary procedures.
- H. Show evidence of ability to work well with a group or with individuals.
- I. Have the approval and support of parents or guardians, local chapter, local advisor and local school administration.
- J. A scholastic rating above average.

### Section 5. **Duties of the State Officers**

- A. Each state officer shall be the liaison person between the state and regional organizations. Each state officer is expected to attend two annual State Leadership Conferences, Leadership Unlimited, National Leadership Meeting and two State Executive Council Meetings (summer and winter). Each shall be responsible for leadership development activities within their respective regions.
- B. The president shall preside over the State Leadership Conference of the Missouri Association Family, Career and Community Leaders of America and the meetings of the State Executive Council. The president shall call a meeting of the State Executive Council on such date and at such place as shall be determined by the state advisor. The president shall appoint, after consultation with the state advisor, all committees and serve as an ex-officio member of those committees.
- C. The 1st vice president shall assist the president, preside at meetings in the absence of the president and assist with state STAR Events.
- D. The vice presidents shall represent their region at the State Executive Council Meetings and participate at state meetings and State Leadership Conferences. The positions will depend on activities needed for the year.
- E. It shall be the duty and responsibility of the State Executive Council to: (1) determine policies and procedures; (2) determine what business shall be brought before the state meeting; (3) pass upon credentials of the candidates for national office; (4) approve funds for use by delegates and chapter advisors attending National Leadership Meeting; (5) plan the annual budget; (6) make plans for the State Leadership Conference; (7) make plans for the Leadership Training program; and (8) conduct other necessary business for growth of the association.
- F. The State Executive Council shall have the authority and control over the association, object to such regulations and bylaws as may be adopted by the Missouri Association of the Family, Career and Community Leaders of America.

#### Section 6. **Regional Officers**

- A. The regional officers shall be:
 

1. President	5. Reporter
2. Vice President	6. Parliamentarian
3. Secretary	7. Others deemed necessary by the regional association
4. Treasurer	
- B. The Regional Executive Council shall be composed of elected regional officers, state officer from the region and the national candidate, should there be one elected from the region. Chapters which do not have a regional officer shall have one representative to the Regional Executive Council Meetings.

#### Section 7. **Regional Officer Qualifications**

- A. ***Regional president, vice president, secretary and treasurer:*** have completed at the time of candidacy at least one semester of family and consumer sciences instruction at the 7<sup>th</sup>

grade level or above and be currently enrolled or have completed at the time of candidacy at least one year of family and consumer sciences at the 7<sup>th</sup> grade level or above.

***Regional reporter, parliamentarian and other officers as deemed necessary by the regional association:*** have completed at the time of candidacy at least 1 quarter (9 weeks) of family and consumer sciences instruction.

- B. Be an active member of an FCCLA chapter affiliated at the regional, state and national levels. (Refer to Article IX, Section 1).
- C. Have held a responsible position at one time at the chapter level (For example: chapter officer, committee chairperson).
- D. Have completed or are presently working toward completion of a Power of One unit.

Section 8. **Duties of Regional Officers**

- A. The president shall preside at all meetings of the region and appoint the committees in consultation with the regional advisor and serve as ex-officio member of the committees. The regional president is expected to attend Leadership Unlimited and National Leadership Meeting.
- B. The regional vice president shall preside in the absence of the regional president, promote Power of One, assist with regional/district and state STAR Events and other duties as determined by the region.
- C. The regional secretary shall keep a record of the proceedings at all regional meetings and take care of all necessary correspondence. Copies of all correspondence and minutes shall be sent to the state advisor.
- D. The regional treasurer shall keep an accurate account of regional finances. All disbursements are to be approved by the Regional Executive Council of the region and payments authorized by the regional advisor. The financial statement shall be submitted to the state advisor each year.
- E. The regional reporter shall be responsible for promoting regional activities, developing materials for chapters to use to publicize their involvement in regional activities and serve as a member of the State Connection Team.
- F. The regional parliamentarian shall chair the Regional Bylaws Committee, rule on points in question concerning parliamentary procedures during business meetings and review bylaws of newly affiliated chapters for compliance with regional, state and national bylaws (Article III, Section 4).
- G. The duties of the other officers shall be determined by the regional association.
- H. It shall be the duty and responsibility of the Regional Executive Council to: (1) determine policies and procedures; (2) determine what business shall be brought before the regional



meetings; (3) make plans for the regional meeting; (4) plan the year's budget and approve disbursement of regional funds; (5) provide leadership training activities for the regional members; and (6) conduct other necessary business.

- I. The Regional Executive Council shall have the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

**Section 9. Local Officers**

- A. The officers of the local chapter shall consist of president, vice president, secretary, treasurer, reporter, parliamentarian and any others deemed necessary by the local chapter.
- B. The Chapter Executive Council shall be composed of the chapter officers, the regional, state and national officer and/or candidate(s) should there be any within the chapter.
- C. It shall be the duty and responsibility of the Chapter Executive Council to: (1) recommend policies and procedures necessary to carry out the business of the chapter meeting; (2) lead the chapter members in the development of an in-depth plan for the chapter; (3) promote Power of One; (4) approve disbursement of chapter funds; (5) fill any vacancies occurring among the officers until the time of the next annual election; and (6) conduct other necessary business.

**ARTICLE VI**  
Elections

**Section 1. Election of Officers**

- A. Election of regional and state officers and national candidate(s) shall be conducted annually within each region by a date determined by the State Executive Council with approval of the state advisor. Any active member of a chapter affiliated with the regional, state and national associations is eligible to be a candidate (See Article V). The distribution of campaign materials shall be forbidden.
- B. The number of voting delegates from each affiliated chapter shall be as follows:
  - 1 to 49 members - 1 vote
  - 50 to 99 members - 2 votes
  - 100 to 199 members - 3 votes
  - 200 or more - 4 votes

No chapter may cast more than four votes.

- C. Regional associations will follow the election procedures as determined by the State Executive Council.

**Section 2. National Officers**

- A. Each region may elect one national candidate. The national candidate shall seek the position of national officer candidate or national network member.
- B. In the event that more than five candidates are nominated for national officer, a screening committee shall be appointed by the state advisor to determine the five most qualified to be the final candidates in the election at the State Leadership Conference. The two candidates at the State Leadership Conference receiving the highest number of votes shall be Missouri's national officer candidate(s).
- C. A committee shall be appointed by the state advisor to work with the two elected national officer candidates to determine who will be Missouri's at-large candidate and Missouri's regional candidate at the National Leadership Meeting. The decision will be made immediately following the announcement of the two national officer candidates during the State Leadership Conference.
- D. In the event that more than three candidates are nominated for national network member, a screening committee shall be appointed by the state advisor to determine the three most qualified to be the final candidates in the election at the State Leadership Conference receiving the highest number of votes shall be Missouri's national network member.
- E. In the event that only one candidate is seeking the position of Missouri's national officer candidate and/or one candidate for national network member, the candidate(s) would be voted on with a "yes" or "no" vote. If the candidate(s) do not receive a simple majority of "yes" votes, the position will remain vacant.
- F. National officer(s) shall serve for one year on the National Executive Council or until their successors are elected.

### Section 3. **State Officers**

- A. Each region shall be represented on the State Executive Council every year by an officer provided there is an interested and qualified member within the region to fill the vacancy.
- B. Each region shall elect a state officer designated as vice president. Any elected state vice president may be a candidate for state president.
- C. The president and 1st vice president shall be elected by the voting delegates at the annual State Leadership Conference. In the event that more than five candidates are seeking the office of state president, a screening committee shall be appointed by the state advisor to determine the five most qualified to be the final candidates in the election at the State Leadership Conference. The candidate receiving the highest number of votes shall be president. The candidate receiving the second highest number of votes shall be the 1st vice president.
- D. State Executive Council members shall serve a term of one year beginning and ending their duties at consecutive State Leadership Conferences.

### Section 4. **Regional Officers**

- A. Any active member of a chapter affiliated with the regional, state and national levels is eligible to be a candidate for a regional office if the qualifications are met as stated in the bylaws (See Article V, Section 7).
- B. Regional officers shall serve a term of one year beginning and ending their duties with consecutive regional installations.

**Section 5. Vacancies**

- A. If the office of state president should become vacant after the annual election, the 1st vice president shall serve. If any other state office becomes vacant during the first half of the year, the first runner-up may fill the office. If the first runner-up cannot accept the office, the replacement will be named by the State Executive Council. If the vacancy occurs during the last half of the term, the office shall remain vacant and the other officers will assume those duties.
- B. Vacancies at regional and chapter levels shall be filled in accordance with their respective bylaws.

<p><b>ARTICLE VII</b></p> <p>Meetings</p>
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**Section 1. State Executive Council**

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall meet as soon as feasible following the annual election to make plans for the year's work. The state advisor shall determine when this meeting will be held. Other meetings may be scheduled as needed.

**Section 2. State Leadership Conference**

State Leadership Conference of delegates shall be held annually in the spring. The time and place of the meeting shall be determined by the State Executive Council with approval of the state advisor. Cancellation of the State Leadership Conference shall be determined by the state advisor. The number of chapter delegates to the meeting shall be determined by the State Executive Council prorated in terms of chapter membership with the approval of the state advisor.

**Section 3. Regional Meetings**

Regional meetings of the Missouri Association Family, Career and Community Leaders of America shall be held annually in the fall. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional advisor and the state advisor.

**Section 4. Local Chapters**

Local chapters shall be organized as an integral part of the family and consumer sciences instruction program. Meetings and other activities shall be organized and conducted according to the local options and needs.

**Section 5. Governing Rules**

The rules found in *Robert's Rules of Order*, Revised Edition, shall govern the association in all cases to which they are applicable and in which they are in agreement with the bylaws.

**ARTICLE VIII**

**Board of Directors**

**Section 1. Directors**

The State Vocational Family and Consumer Sciences Education Advisory Committee shall serve as the Board of Directors of the Missouri Association Family, Career and Community Leaders of America.

**Section 2. Responsibilities**

The Board of Directors is the governing authority. The committee reviews the policies and procedures suggested by the State Executive Council, helps administer the policies and procedures and consults with local chapter advisors about the business of the Missouri Association Family, Career and Community Leaders of America.

**Section 3. State Association Representation**

The State Vocational Family and Consumer Sciences Education Advisory Committee will have representation from the state association as stated in the committee's bylaws.

**ARTICLE IX**

**Dues and Finances**

**Section 1. State Dues**

Membership dues in the Missouri Association Family, Career and Community Leaders of America shall be fixed by the State Executive Council on the basis of a budget submitted and approved by the majority present at the annual Executive Council Meeting. Change in state dues is subject to a majority vote of delegates at the annual business meeting held during the State Leadership Conference. The fiscal year for the Missouri Association Family, Career and Community Leaders of America shall be September 1 to August 31. Affiliation due dates will be set as deemed necessary by the State Executive Council. These dates will be announced in the fall mailing from the state advisor. Any chapters submitting candidates for regional, state and national officers must affiliate in accordance to the date stated in the fall mailing.

**Section 2. Regional Dues**

The dues of any region shall be fixed by the Regional Executive Council on the basis of a budget submitted and approved by the majority present at the Regional Executive Council Meeting.

Change in regional dues is subject to a majority vote of delegates at the annual regional business meeting.

**Section 3. Chapter Dues**

The dues of any chapter shall be fixed by the Chapter Executive Council subject to a majority vote of the membership of the chapter.

**Section 4. Financial Statement**

The financial statement of the state association showing all income and expenditures shall be prepared by the state advisor and audited annually by a qualified person.

**ARTICLE X**  
Disbursement

Expenses for meetings of the State Executive Council and other necessary state association expenses shall be paid from the State FCCLA Treasury on the approval of the state advisor based on sound fiscal policies.

**ARTICLE XI**  
Dissolution or Liquidation

Upon final dissolution or liquidation of the Missouri Association Family, Career and Community Leaders of America and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the Board of Directors in accordance with the purposes of the national organization or be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

**ARTICLE XII**  
Scholarships

**Section 1. Scholarships**

The Missouri Association Family, Career and Community Leaders of America shall award scholarships annually to outstanding FCCLA members meeting specific scholarship criteria and planning to enroll in an accredited institution. There will be two scholarships awarded. One shall be awarded to a member planning to major in a degree program in family and consumer sciences or family and consumer sciences education. The other shall be awarded to a member who has exhibited outstanding leadership and participation in FCCLA programs and activities, regardless of

the degree program chosen. Recipients enrolled in a program leading to a Bachelor's degree will receive a four-year scholarship. Recipients enrolled in a program leading to an Associate's degree will receive a two-year scholarship.

**Section 2. Financial Support**

Funds to finance the scholarships shall be obtained from the state association treasury annually and from any additional contributions.

**Section 3. Scholarships Awarded**

At least two scholarships will be awarded annually. The amounts will be determined by the State Executive Council and will depend upon availability of funds and applications submitted.

**Section 4. Selection Procedure**

- A. The scholarship screening committee in consultation with the state advisor shall determine at the time of screening if more than two scholarships will be awarded and the type to be awarded based on qualifications of applicants and availability of funds.
- B. Scholarship criteria shall be formulated by a scholarship committee with consultation and approval of the State Executive Council. The scholarship committee shall be appointed by the state advisor. The committee shall review and update the scholarship criteria periodically as needed.

**ARTICLE XIII**

**Amendments**

These bylaws may be amended by two-thirds vote of the ballots cast by the affiliated chapters under the following rules:

- A. Amendments may be submitted in writing to the state advisor by any chapter, regional or state committee for review by the State Executive Council.
- B. The State Executive Council shall review and assemble the proposed changes from all chapters in the state and submit them to a committee appointed by the state president in consultation with the state advisor.
- C. Recommendations of the committee shall be presented to the State Executive Council and the state advisor.
- D. The state advisor with the State Executive Council may propose further amendments.

- E. The state advisor shall submit proposed amendments by mail to the chapters at least 30 days prior to voting.
- F. Voting on the bylaws may be conducted by mail or at the assembly of delegates at the annual State Leadership Conference.